



# Chicago Metropolitan Agency for Planning

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## **Senior Planner (SP005) Chicago Regional Retrofit Ramp-Up Program May 21, 2010**

Company/Agency: **Chicago Metropolitan Agency for Planning**

Job Category: **Senior Planner –**

Experience Required: **5 - 10 Years**

Salary Range: **\$65,700 - \$85,400**

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire an experienced Senior Planner to serve as the lead project manager for the deployment of the Chicago Regional Retrofit Ramp-Up program (CR3)...The Chicago Metropolitan Agency for Planning (CMAP) is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. By state and federal law, CMAP is responsible for developing GO TO 2040, metropolitan Chicago's comprehensive regional plan. To be implemented starting in fall 2010, the plan will be based on a diverse, coordinated set of strategies to address projected population growth of more than 2 million new residents by 2040, which has significant implications for transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) and [www.goto2040.org](http://www.goto2040.org) for more information.

### **Position Description**

This is a senior level planning position in the Policy Department. Work includes supervisory and professional assignments in a team-based environment in implementing the Chicago Region Retrofit Ramp-Up - a \$25 million building energy retrofit program - on behalf of the metropolitan region and in partnership with the City of Chicago and the City of Rockford. Extensive contact with government officials including elected and appointed officials, private financial institutions, civic and non-profit groups, and general public. Work includes project supervision and management of the Chicago Region Retrofit Ramp-Up program, a U.S. Department of Energy program as part of the American Reinvestment and Recovery Act (ARRA). Duties entail scope of work design, project management, budgeting and compliance, developing policy directives, analysis, report writing, and presentations to technical and public audiences. This position is for the length of the three year grant.

### **Essential Functions**

**Serve as the agency's** lead project manager and main point of contact with federal departments and project partners in Retrofit Ramp-Up grant administration and execution.

Coordinate with project partners including the Retrofit Steering Committee, City of Chicago, City of Rockford and other government agencies, and grant Sub-recipients regarding the integration of and effective delivery of programs.

Develop program work plans and timelines, and support their development at the sub-recipient level to ensure efficient coordination of a multi-partner, multi-site initiative.

Develop and execute Retrofit Ramp-Up scope of work, standard operating procedures, and compliance, performance and monitoring standards.

Develop and execute multiple procurement processes for all program sub-recipients.

Manage the CR3 financial products portfolio (\$20 million) in partnership with private financial institutions.

Develop procedures for and oversee reporting requirements and compliance in accordance with the American Reinvestment and Recovery Act (ARRA) standards for all project related activities.

Ensure timely execution and administration of grants, consultant contracts, and other vendor relationships.

Report program performance and progress to project partners and CMAP Board on a continual basis, and suggest corrective courses of action when needed

### **Qualifications and Skills**

Highly motivated individual with a demonstrated commitment to the fields of environment and energy efficiency who has held increasingly responsible positions in the field.

Knowledge and direct experience in energy efficiency programs including a complete understanding of the building retrofit process, financing products available in the marketplace, and private, public and non-profit retrofit resources available as well as organizations present in the Chicago region.

Confident in dealing with a very diverse range of individuals and organizations including, but not limited to public officials, financial institutions, other private sector leaders, nonprofits, developers, funders, and lenders.

Experience managing government funded grants, compliance issues and working with government officials in a collaborative nature.

Demonstrated project management skills and the capacity to work simultaneously on multiple tasks and projects, while still meeting program priorities.

Experience with the operations of public agencies, including budgeting, board and staff development, reporting and administrative requirements.

Detailed and timely attention to reporting requirements and deadlines.

Excellent written and oral communication skills.

Especially desirable for this position are experience in implementing federal grants including meeting the requirements of the National Environmental Protection Act (NEPA), State Historic Preservation Act (SHPA), Buy American provisions, and Davis Bacon.

**Education and Experience**

The position requires a master's degree or equivalent in planning or related field and five to ten years of progressively responsible experience.

**Contact Information:**

Send your resume with contact information and Job Code: (SP005)

**Email:**

hresources@cmap.illinois.gov

**Mail:**

CMAP: Chicago Metropolitan Agency for Planning  
Human Resources  
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Emailed resumes will receive an auto receipt. We do not send receipts for mailed resumes.

Position open until filled. The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.